

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

POSITION DUTY STATEMENT

Name:	Division: Executive, Office of Legislative & External Affairs
Classification: Seasonal Clerk	Working Title: Same
Position Number: 798-402-1120-900	Collective Bargaining Unit/ID: R04
Effective Date: 9/1/12	Conflict of Interest Category: N/A

Providing good customer service is a critical component of the mission of the Office of Legislative & External Affairs (OLEA). It is therefore essential that all OLEA employees provide a friendly "can do" attitude and demonstrate a commitment to provide exceptional service to its customers. Additionally, good attendance is an essential function of the job.

- 1) Supervision Received: Under the general direction of the Staff Services Manager I
- 2) Supervision Exercised: None
- 3) Physical Demands: Must be able to lift items weighing 10+ lbs. Required to sit for extended periods of time to operate a computer terminal; required to stand for prolonged periods to photocopy, file, and FAX; required to bend/stoop at waist to file below waist level; required to grasp/handle paper, small objects, and manuals; required to walk up or down stairs; and 6-10 city blocks; required to push buttons on keyboard, calculator, and telephone; required to reach to file above shoulder level; required to visually inspect.

ESSENTIAL FUNCTIONS

%	Job Description
50%	Develop Excel spreadsheets; track and document contract monitor information; independently obtain facts/ research questions; determine appropriate course of action, and follow through to completion on inquiries/requests; compose letters and memoranda from oral or written instructions; log and track legislative bill analysis assignments, special assignments, and correspondence to ensure timeliness, accuracy, and professional completeness of staff work; schedule meetings using Outlook calendar; scheduling and organizational activities; assist in miscellaneous reports.
35%	Answer phones; fill supply orders and prepare reorder of supplies; file timesheets; sort/disburse leave balance reports; photo copying; prepare travel arrangements and process state travel claims; deliver paper work to other floors, other state agencies and Capitol for quick turn around.

SIGNATURES

I have read and discussed these duties with my supervisor: <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> Employee's Signature Date </div> Position classification approved: <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> Personnel Analyst Date </div>	I certify that the above accurately represents the duties of the position: <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> Supervisor's Signature Date </div>
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15%	Assist in other areas when needed; other duties as assigned. Respond to service requests of walk-in customers. As necessary, will perform other duties to cover the workload.
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Wednesday, August 29, 2012